

May 6, 2004

TO: 2003 Incumbent Local Exchange Carrier (LEC)  
Annual Report Preparers File TELANRPT

FROM: Kevin H. Klingbeil, Audit Manager  
Telecommunications Division  
Public Service Commission of Wisconsin

SUBJECT: Filing of 2003 Public Service Commission of Wisconsin  
Annual Report for Incumbent LECs – **New Due Date of June 25, 2004**

The 2003 annual report software program for incumbent LECs has been completed and must be used for filing of the 2003 LEC annual report with the Public Service Commission of Wisconsin (Commission). **Due to the delay in the release of the 2003 program, the filing date for the 2003 LEC annual report has been extended to June 25, 2004.**

Download the 2003 annual report file(s) and associated installation instructions from the Commission's Web page at <http://psc.wi.gov>. They are accessible by clicking on the **Annual Reports** icon, **Annual Report Programs-Telecommunications**, and **2003 Annual Report Program for Incumbent Local Exchange Carriers (LECs)**. System requirements and a listing of entities required to file the 2003 LEC annual report are also available on the Web page.

Please note the following concerning the 2003 LEC annual report:

- 1) **All DOLLAR amounts should be reported to the nearest thousand dollars (in 000's). (Example: \$130,000 should be reported as \$130.)**
- 2) There is no need to uninstall version 7.00 or prior versions of the program.
- 3) Numerous "Database Transaction Warning" messages will result when importing prior year data; click "Continue" repeatedly. The statistical portion of the report should import; financial section results may vary and will require edit, at a minimum, due to #1 above.
- 4) **Note that the program version posted today does not contain Help files; those files should be available in the near future on the Commission's Web page for installation in the program.**
- 5) A streamlined program installation process has been implemented for 2003. Read and follow the Installation Instructions on the Commission's Web page.
- 6) Extensive revisions were required in the financial portion of the report due to the Commission's adoption, effective January 1, 2003, of a new Uniform System of Accounts (USOA) for Class A and Class B Telephone Utilities. Please note that the 2003 program also includes annual report requirements set forth in the Commission's order in docket 05-US-113. The format of several schedules (i.e., plant in service, accumulated depreciation, deferred taxes, and other income accounts) has been changed from last year in that version 8.00 builds up from the respective net regulated balance(s) and adds the nonregulated amount(s) to derive total company amounts.
- 7) Filing via e-mail using the 2003 program's capabilities is required unless additional provisional confidential treatment is desired. If filing via e-mail, no hardcopy printouts, diskettes or CDs, Confidentiality Request forms, or notarized affidavits should be filed with the Commission. If additional confidential

treatment is desired, please contact me at (608) 267-9504 for required manual filing procedures, which have changed from last year.

- 8) For the Central Office Data – End of Year (page 55) schedule, please note the following:
  - a. The word "text" may initially appear for Record 1's Exchange and Central Office ID/Names at the top of the screen; if the user moves to the next record and comes back, the correct Exchange and Central Office ID/Names should appear.
  - b. Be careful in using the Tab/Shift-Tab keys to navigate within this schedule, as unpredictable movement may occur.
- 9) Two new contacts have been added to the Identification and Ownership schedule (page 7): Primary utility contact (located at utility address); and contact person for regulatory inquiries and complaints.
- 10) Several additional schedules pertaining to nonregulated activity have been added (page 45).
- 11) For 2003, the user should uncheck the "Protect Prior Year" cells option; the default is checked.
- 12) While it is acceptable to footnote situations where Last Year and First of Year information has not been modified to conform to the new USOA (except for reporting of dollar amounts in thousands), a mapping document from the new USOA to the old USOA is available on the Commission's Web page. The document reflects a modification to change account 1220 from "Material and supplies" to "Inventories". Federal Communications Commission (FCC) staff is aware of a needed change to § 32.103 and hopes to combine this change with any others that may result from disposition of Joint Conference items at a later date. The Wisconsin Commission will not be issuing a supplemental order in docket 05-US-113 until the FCC acts.
- 13) Version 8.00 interfaces with Microsoft Access 2000 (as it did last year). However, at some future date (perhaps for the 2004 program) a more current version of Access may be used due to support being unavailable from Microsoft.
- 14) Additional guidance concerning reporting of assessable revenues for universal service fund purposes on page 43 may become available at a later date. Please periodically re-check the Commission's Web page for such guidance and application to your company's 2003 calendar year reporting on this schedule.
- 15) In the near future, the Commission will issue a Confidentiality Determination concerning the 2003 LEC annual report based on the list of items granted provisional confidential treatment in the Commission's January 29, 2003 Confidentiality Determination concerning the 2002 LEC report, as supplemented for the new nonregulated schedules and a request for additional confidential treatment dated April 15, 2004. The latter results in additional locks being available on the Service Data-End of Year (page 52) and Central Office Data-End of Year (page 55) schedules. The 2003 program includes locks for these items.

The Telco Annual Report Helpdesk continues to be available to facilitate implementation of the program, address any questions, and receive any suggested improvements to the program. I am the Helpdesk contact person; my phone number is (608) 267-9504. (My e-mail address is [Kevin.Klingbeil@psc.state.wi.us](mailto:Kevin.Klingbeil@psc.state.wi.us).) When calling (or e-mailing) the Helpdesk for assistance, be prepared to provide the following information:

- 1) Name and employer,
- 2) Phone number,

- 3) Utility name and ID number, and
- 4) Nature of problem (installation, navigating within the program, prior year data, etc.).

If the program locks up, please reboot your computer, shut down all other software programs, and restart the annual report program prior to calling the Helpdesk. Shutting down other software programs while the annual report software program is being used minimizes potential problems.

Please review the status of your affiliated activities and ensure that all applicable affiliated interest agreements are filed with the Commission. Please reference the letter from Gary Evenson, now Administrator of the Telecommunications Division, dated February 27, 2004, re: Telecommunications Affiliated Contracts and Arrangements (File 496PROC). A copy of this letter may be found in the Help for page 15, Affiliated Interest Transactions. You may review a listing of affiliated interest agreements on file with the Commission at [http://psc.wi.gov/a\\_tele3/default.asp](http://psc.wi.gov/a_tele3/default.asp).

Commission staff does not intend to subsequently notify affected entities or annual report preparers of a maintenance release, if any, associated with this program or of the availability of subsequent years' annual report programs and/or maintenance releases. (Note that fixes, if any, for the program will be made available on the Commission's Web page.) Staff suggests that interested parties periodically check the Commission's Web page at <http://psc.wi.gov> to ensure that the correct program is being used and that the annual report is filed with the Commission within the filing date guidelines.

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